

**CENTER GROVE COMMUNITY
SCHOOL CORPORATION
EMPLOYEE GROUPS**

2019-20 SCHOOL YEAR

LEVEL A: Administrators

LEVEL B: District Directors, Supervisors and Coordinators

LEVEL C:

- Classroom & Other Building Assistants**
- Custodial Employees**
- Food Service Employees**
- Health Service Employees**
- Maintenance and Grounds Employees**
- Safety and Security Employees**
- Secretarial and Office Employees**
- Special Services Employees**
- Student Service Coordinators**
- Technology Employees**
- Transportation Employees**

LEVEL D: Other Employees

Board Approved 7/18/19

**CENTER GROVE COMMUNITY SCHOOL CORPORATION
STATEMENT OF BENEFITS**

**2019-20 SCHOOL YEAR
LEVEL A**

Administrators

I. Insurance Benefits

Eligibility

- To be eligible for these insurance plans, Administrators must be in a permanent position (i.e., substitutes and temporary Administrators are not eligible).

Employer Contributions

Program	Coverage	CGCSC Contribution	Employee Contribution
Medical - PPO	Employee Only	\$6,192.00	\$2,712.00
	Family	\$15,120.00	\$6,600.00
Medical – HDHP & Health Savings Account	Employee Only HSA Contribution	\$4,224.00 \$1,450.00	\$1,872.00
	Employee +1 HSA Contribution	\$10,344.00 \$2,700.00	\$4,608.00
	Family HSA Contribution	\$11,856.00 \$2,500.00	\$5,280.00
Medical – CDHP Health Savings Account	Employee Only HSA Contribution	\$4,200.00 \$700.00	\$1,104.00
	Employee +1 HSA Contribution	\$10,296.00 \$1,000.00	\$2,712.00
	Family HAS Contribution	\$11,856.00 \$1,200.00	\$3,120.00
Dental	Employee Only	\$292.56	\$226.56
	Employee +1	\$429.12	\$528.48
	Family	\$822.72	\$929.76
Vision	Employee Only	\$70.08	\$18.00
	Employee +1	\$177.48	\$36.00
	Family	\$185.64	\$60.00
Life & AD&D	\$195,000	\$242.36	\$1.00
Long Term Disability		All Except \$1.00	\$1.00

The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.

II. Leave Days

Eligibility

- To be eligible for leave days, Administrators must be employed in a permanent position (i.e., substitutes and temporary Administrators are excluded from leave days).

Sick Leave

- Administrators may immediately transfer all accumulated sick days from their previous employer (if that previous employer was a school corporation), up to the maximum number of days in the Administrator's contract and addendum.
- When the administrator accumulates the maximum number of sick days in their contract and addendum, at the beginning of the next school the administrator shall be credited the allocated number of sick days as defined below. However, at the end of that school year, the sick days shall not carry over. Therefore, the maximum amount of accumulated sick days will remain at the maximum number of days in the Administrator's contract and addendum.
- Administrators working less than a 220-day schedule will be granted eight sick days per work year and may accumulate equal to the number of days in the Administrator's contract and addendum.
- Administrators working a 220-day schedule or more will be granted twelve sick days per work year and may accumulate equal to the number of days in the Administrator's contract and addendum.

Personal Leave

- Employees working a 260-day schedule shall receive a maximum of five personal days per year. Five unused personal days may be continued to the next contract year, but shall not exceed a total of ten days. Days in excess of ten shall accumulate as sick leave days, subject to the allowed maximum.
- Employees working a 195-259-day schedule shall receive a maximum of four personal days per year. Four unused personal days may be continued to the next contract year, but shall not exceed a total of eight days. Days in excess of eight shall accumulate as sick leave days, subject to the allowed maximum.
- -Employees working less than a 195-day schedule shall receive a maximum of three personal days per year. Three unused personal days may be continued to the next contract year, but shall not exceed a total of six days. Days in excess of six shall accumulate as sick leave days, subject to the allowed maximum.

Vacation Leave

- Any administrator contracted for 260 days shall have 21 paid vacation days each year.
- Administrators may, but are not required, to carry 5 days over to the next school year for a maximum of 26 vacation days per year.

Holiday Pay (10 Days per Year)

- Administrators working a 250-day or more schedule shall receive the following holiday pay:
 - Independence Day; Thursday, July 4, 2019
 - Labor Day, Monday; September 2, 2019
 - Thanksgiving Break; Thursday & Friday, November 28 & 29, 2019
 - Holiday Break; Wednesday, December 25, 2019
 - New Year's Break; Wednesday, January 1, 2020
 - Spring Break; Thursday & Friday, March 26 & 27, 2020
 - Memorial Day; Monday, May 25, 2020

- Administrators working a 250-day or more schedule shall receive all dates listed above plus an additional floating day to equal ten paid holidays per year.

Administrators working less than a 250-day schedule are not eligible for holiday pay.

Bereavement Leave

- Bereavement leave shall be given to the teacher for death in the immediate family, including grandmother, grandfather, grandchild, father, mother, wife, husband, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law. Bereavement leave shall be for a period extending not more than five (5) working days beyond such death, to be used within a fourteen (14) day period. The Superintendent may address extenuating circumstances not specifically covered in the language to allow leave to extend beyond the fourteen (14) day limit.
- Bereavement leave shall be given to the teacher for death of an aunt, uncle, niece, nephew and cousin for a period extending not more than three (3) working days beyond such death. One (1) additional working day may be granted if approved by the Superintendent. In cases of denial, the Superintendent must show reasonable justification.

Funeral Leave

- Administrators will be granted one funeral leave day to attend the funeral of friends and other relatives not noted in Bereavement Leave and subject to approval.

III. Bonus Pay

Sick Leave Pay

- As an incentive for perfect attendance, Administrators who do not use a sick day during the work year will be paid the following at the end of the work year:
 - 0 sick days used = 100% of 1 day of pay
 - 1 sick day used = 90% of 1 day of pay
 - 2 sick days used = 80% of 1 day of pay
- Administrators must work through the end of their contract to be eligible.
- Administrators hired after the beginning of the current year (July 1st) must work at least 120 days to be eligible.

IV. Retirement Benefits

TRF/PERF

- Administrators in this group are eligible for TRF/PERF benefits. The Corporation will contribute the employer's share toward a Defined Pension plan as well as the 3% toward an Annuity Savings Account.

Health/Dental/Vision/Cancer Insurance

- Administrators will be allowed to continue with the CGCSC health/dental/Vision/cancer insurance policy with the full cost of the policy being paid by the Administrator. To be eligible for this benefit, the Administrator must have at least five years of experience with CGCSC and must be able to participate in Medicare within ten years of retirement. This benefit terminates when the retiree is eligible for Medicare.

Life Insurance

- Administrators will be allowed to continue with the CGCSC life insurance policy with the full cost of the policy being paid by the Administrator. The plan booklet specifies restrictions on the amount of insurance. This benefit terminates at age 70.

403(b) Retirement Plan

- All Administrators are eligible to participate in the 403(b) Retirement Plan.
- The Board of School Trustees will match up to 2% of each Administrator's gross salary.
- Administrators may contribute a percentage of their compensation or a set deduction (subject to an annual minimum deferral amount of \$200.00) up to the IRS limitation each year. Administrators are always 100% vested in their contributions.

401(a) Retirement Plan

- The Board will provide a 401(a) account for each administrator for post-retirement use. Beginning July 1, 2013, the Board will deposit an amount each year equal to 2% of their basic salary. Beginning July 1, 2014, this amount will increase to 4% of their basic salary.
- The administrator shall be vested after completion of the first contract year for which a deposit is made.

V. Compensation

Hours/Days Worked

- All Administrators are expected to work a 40-hour week. The number of days in each Administrator's contract is stated in Level A Compensation.
- Administrators will have an annual work schedule prepared by the Human Resources Department. As a general rule, if an administrator works on an unassigned day, he/she will not receive compensation for that day. In special circumstances (such as a job-related emergency, workshop, or deadline to meet), the administrator may request trade time, in half or full-day increments, for time worked. The request must be made, in writing, to the Executive Director of HR within the pay period. If approved, the payroll department will enter the approved trade day for the administrator. The administrator can then use the trade day, by selecting it through Employee Access, within the same contract year.

Payroll Calendar

- Administrators hired after January 1, 2008 will be paid on a July 1 to June 30 contract.
- Administrators hired before January 1, 2008 will be paid on a January 1 to December 31 contract.

Coaches Salary (Outside of the Bargaining Unit)

- In addition to the amount specified below, these positions are paid for experience and education based on the teacher salary schedule.

Varsity Boys' & Girls' Basketball Coach	\$ 15,750.00
Varsity Football Coach	\$ 15,750.00

- The coaching positions above receive all administrative benefits described in this Statement of Benefits.

**CENTER GROVE COMMUNITY SCHOOL CORPORATION
STATEMENT OF BENEFITS**

**2019-20 SCHOOL YEAR
LEVEL B**

District Directors, Supervisors and Coordinators

I. Insurance Benefits

Eligibility

- To be eligible for these insurance plans, employees must be in a permanent position (i.e., substitutes and temporary employees are not eligible).

Employer Contributions

Program	Coverage	CGCSC Contribution	Employee Contribution
Medical - PPO	Employee Only	\$6,192.00	\$2,712.00
	Family	\$15,120.00	\$6,600.00
Medical – HDHP & Health Savings Account	Employee Only HSA Contribution	\$4,224.00 \$1,450.00	\$1,872.00
	Employee +1 HSA Contribution	\$10,344.00 \$2,700.00	\$4,608.00
	Family HSA Contribution	\$11,856.00 \$2,500.00	\$5,280.00
Medical – CDHP Health Savings Account	Employee Only HSA Contribution	\$4,200.00 \$700.00	\$1,104.00
	Employee +1 HSA Contribution	\$10,296.00 \$1,000.00	\$2,712.00
	Family HAS Contribution	\$11,856.00 \$1,200.00	\$3,120.00
Dental	Employee Only	\$292.56	\$226.56
	Employee +1	\$429.12	\$528.48
	Family	\$822.72	\$929.76
Vision	Employee Only	\$70.08	\$18.00
	Employee +1	\$177.48	\$36.00
	Family	\$185.64	\$60.00
Life & AD&D	\$195,000	\$242.36	\$1.00
Long Term Disability		All Except \$1.00	\$1.00

The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.

II. Leave Days (See Support Staff Handbook for a Complete Summary of Leave Days)

Eligibility

- To be eligible for leave days, employees must be employed in a permanent position (i.e., substitutes and temporary employees are excluded from leave days).

Sick Leave

- Employees working a 250-day or more schedule will be granted seven sick days per work year.
- Employees working less than a 250-day schedule will be granted five sick days per work year.
- Unused sick days may accumulate up to a maximum of 200 days.

Sick Leave Transfer

Administrators may immediately transfer all accumulated sick days from their previous employer (if that previous employer was a school corporation), up to the maximum number of days in the Administrator's contract and addendum.

Personal Leave

- Employees working a 260-day schedule shall receive a maximum of five personal days per year. Five unused personal days may be continued to the next contract year, but shall not exceed a total of ten days. Days in excess of ten shall accumulate as sick leave days, subject to the allowed maximum.
- Employees working less than a 220-day schedule shall receive a maximum of two personal days per year. Two unused personal days may be continued to the next contract year, but shall not exceed a total of three days. Days in excess of three shall accumulate as sick leave days, subject to the allowed maximum.

Vacation Leave

- Employees working a 250-day or more schedule will be granted the following vacation leave:
 - 3 weeks for 1st year
 - 3 weeks for 2nd year
 - 4 weeks for 3rd year & beyond
- A maximum of five days can be carried to the next year.
- Employees working less than a 250-day schedule are not eligible for vacation leave.

Holiday Pay (10 Days Per Year)

- Employees working a 250-day or more schedule shall receive the following holiday pay:
 - Independence Day; Thursday, July 4, 2019
 - Labor Day, Monday; September 2, 2019
 - Thanksgiving Break; Thursday & Friday, November 28 & 29, 2019
 - Holiday Break; Wednesday, December 25, 2019
 - New Year's Break; Wednesday, January 1, 2020
 - Spring Break; Thursday & Friday, March 26 & 27, 2020
 - Memorial Day; Monday, May 25, 2020
- Level B Employees working a 250-day or more schedule shall receive all dates listed above plus an additional floating day to equal ten paid holidays per year.
- Employees working less than a 250-day schedule are not eligible for holiday pay.

Bereavement Leave

- Employees will be granted five bereavement leave days for a death in immediate family. (See

Support Staff Handbook for a detailed information regarding bereavement leave.

Funeral Leave

- Employees will be granted one funeral leave day to attend the funeral of other relatives and friends and subject to approval.

III. Bonus Pay

Sick Leave Pay

- As an incentive for perfect attendance, employees who do not use a sick day during the work year will be paid the following at the end of the work year:
 - 0 sick days used = 100% of 1 day of pay
 - 1 sick day used = 90% of 1 day of pay
 - 2 sick days used = 80% of 1 day of pay
- Employees must work through the end of their contract to be eligible.
- Employees hired after the beginning of the current year (July 1st) must work at least 120 days to be eligible.

IV. Retirement Benefits

INRPS (Indiana Public Retirement System)

- The employees in this group are eligible for retirement benefits. The Corporation will contribute the employer's share toward a Defined Pension plan as well as the 3% toward an Annuity Savings Account.

Retirement Severance Package

- Upon retirement, the employee must be at least fifty-five years of age and have at least fifteen years of experience at CGCSC, or sixty years of age and have at least ten years of experience at CGCSC. The severance package includes the following:
 - \$40 for each accumulated sick day for 6.5-8 hour employees (not to exceed 75 days)
 - \$20 for each accumulated sick day for 6 hour or less employees (not to exceed 75 days)
 - \$100 for each year of experience with the CGCSC

403(b) Retirement Plan

- All employees are eligible to participate in the 403(b) Retirement Plan.
- The Board of School Trustees will match up to 2% of each employee's gross salary.
- Employees may contribute a percentage of their compensation or a set deduction (subject to an annual minimum deferral amount of \$200.00) up to the IRS limitation each year. Employees are always 100% vested in their contributions.

V. Termination/Cancellation of Contract

Rules are needed in any organization, and at CGCSC the following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students, co-workers, and ourselves, for the protection of property, and for the effective operations of the CGCSC. A violation of the rules of conduct listed in support staff handbook or any department handbook, and/or a violation of any school board policy or guideline may subject you to immediate dismissal, termination, cancellation of contract, or other disciplinary action without previous warning.

VI. Compensation

Hours/Days Worked

- All employees are expected to work a 40-hour week. The number of days in each employee's contract is stated in Level B Compensation.

Payroll Calendar

- Employees hired after January 1, 2008 will be paid on a July 1 to June 30 contract.

Hours/Days Worked

- Employees will have an annual work schedule prepared by the Human Resources Department. As a general rule, if an employee works on an unassigned day, he/she will not receive compensation for that day. In special circumstances (such as a job-related emergency, workshop, or deadline to meet), the employee may request trade time, in half or full-day increments, for time worked. The request must be made, in writing, to the Executive Director of HR within the pay period. If approved, the payroll department will enter the approved trade day for the employee. The employee can then use the trade day, by selecting it through Employee Access, within the same contract year.

**CENTER GROVE COMMUNITY SCHOOL CORPORATION
STATEMENT OF BENEFITS**

**2019-20 SCHOOL YEAR
LEVEL C**

Support Staff Employees

I. Insurance Benefits

Eligibility

As a general rule, eligibility for insurance benefits is determined as follows:

- Employees working 7 hours per day or less will not be eligible for insurance and will be classified as part-time for the purpose of determining insurance eligibility.
- Employees working more than 7 hours per day will be eligible for insurance and will be classified as full-time for the purpose of determining insurance eligibility.
- Insurance eligibility is listed on the Statement of Compensation for each Support Staff position.

Employer Contributions

Program	Coverage	CGCSC Contribution	Employee Contribution
Medical - PPO	Employee Only	\$6,192.00	\$2,712.00
	Family	\$15,120.00	\$6,600.00
Medical – HDHP & Health Savings Account	Employee Only HSA Contribution	\$4,224.00 \$1,450.00	\$1,872.00
	Employee +1 HSA Contribution	\$10,344.00 \$2,700.00	\$4,608.00
	Family HSA Contribution	\$11,856.00 \$2,500.00	\$5,280.00
Medical – CDHP Health Savings Account	Employee Only HSA Contribution	\$4,200.00 \$700.00	\$1,104.00
	Employee +1 HSA Contribution	\$10,296.00 \$1,000.00	\$2,712.00
	Family HAS Contribution	\$11,856.00 \$1,200.00	\$3,120.00
Dental	Employee Only	\$292.56	\$226.56
	Employee +1	\$429.12	\$528.48
	Family	\$822.72	\$929.76
Vision	Employee Only	\$70.08	\$18.00
	Employee +1	\$177.48	\$36.00
	Family	\$185.64	\$60.00
Life & AD&D	\$40,000	\$48.92	\$1.00
Long Term Disability		All Except \$1.00	\$1.00

The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.

II. Leave Days (See Support Staff Handbook for a Complete Summary of Leave Days)

Eligibility

- To be eligible for leave days, employees must be employed in a permanent position (i.e., substitutes and temporary employees are excluded from leave days). Exceptions are noted below.

Probationary Period

- All new employees shall be on probationary status following his/her hire date for a period of sixty work days. The employee will be notified by the Human Resources Department once his/her probationary period has been completed. Eligible leave days will be granted upon completion.

Sick Leave (Granted In Hour Increments)

- Employees working a 250-day or more schedule will be granted seven sick days per work year.
- Employees working less than a 250- day schedule will be granted five sick days per work year.
- Unused sick days may accumulate up to a maximum of 200 days.

Personal Leave (Granted In Hour Increments)

- Employees working more than a 220-day schedule shall receive a maximum of three personal days per year. Three unused personal days may be continued to the next contract year, but shall not exceed a total of five days. Days in excess of five shall accumulate as sick leave days, subject to the allowed maximum.
- Employees working less than a 220-day schedule shall receive a maximum of two personal days per year. Two unused personal days may be continued to the next contract year, but shall not exceed a total of three days. Days in excess of three shall accumulate as sick leave days, subject to the allowed maximum.

Vacation Leave (Granted In Hour Increments)

- Employees working a 250-day or more schedule will be granted the following vacation leave:
 - If hire date is between January 1 and June 30, five days will be granted.
 - If hire date is between July 1 and December 31, ten days will be granted.
 - Fifteen days will be granted on July 1 of the 10th year.
 - Twenty days will be granted on July 1 of the 15th year.
 - A maximum of five days can be carried to the next year.
- Employees working less than a 250-day schedule are not eligible for vacation leave.

Holiday Pay (9 Days Per Year)

- Employees working a 250-day or more schedule will be granted the following holiday pay:
 - Independence Day; Thursday, July 4, 2019
 - Labor Day, Monday; September 2, 2019
 - Thanksgiving Break; Thursday & Friday, November 28 & 29, 2019
 - Holiday Break; Wednesday, December 25, 2019
 - New Year's Break; Wednesday, January 1, 2020
 - Spring Break; Thursday & Friday, March 26 & 27, 2020
 - Memorial Day; Monday, May 25, 2020
- Employees working less than a 250-day schedule are not eligible for holiday pay.

Bereavement Leave

- Employees will be granted five bereavement leave days for a death in immediate family. (See Support Staff Handbook for a detailed information regarding bereavement leave.)

Funeral Leave

- Employees will be granted one funeral leave day to attend the funeral of other relatives and friends and subject to approval.

III. Bonus Pay

Sick Leave Pay

- As an incentive for perfect attendance, employees who do not use a sick day during the work year will be paid the following at the end of the work year:
 - 0 sick days used = 100% of 1 day of pay
 - 1 sick day used = 90% of 1 day of pay
 - 2 sick days used = 80% of 1 day of pay
- Employees must work through the end of their contract to be eligible.
- Employees hired after the beginning of the current year (July 1st) must work at least 120 days to be eligible.

Experience Bonus

- All employees in this group are eligible for an annual Experience Incentive. See the Support Staff Handbook for more information.

Incentive For More Than 6 Hours	
\$150 after completing 2 yrs of service	\$600 after completing 8 yrs of service
\$300 after completing 4 yrs of service	\$750 after completing 10 yrs of service
\$450 after completing 6 yrs of service	\$900 after completing 15 yrs of service

Incentive For 2-6 Hr. Employees	
\$ 75 after completing 2 yrs of service	\$300 after completing 8 yrs of service
\$150 after completing 4 yrs of service	\$375 after completing 10 yrs of service
\$225 after completing 6 yrs of service	\$450 after completing 15 yrs of service

IV. Retirement Benefits

INPRS (Indiana Public Employees Retirement Fund)

- Special Service Assistants will not be eligible for retirement benefits.
- Employees in this group who meet the following criteria are eligible for PERF benefits:
 - work more than 600 hours per year
 - work on a full-time basis (for these purposes considered to be three and one-half hours or more per work day)

The employee must contribute 3% of his/her gross pay to this plan through payroll deduction toward an Annuity Savings Account. The CGCSC will contribute the employer's share toward a Defined Pension plan.

Retirement Severance Package

- Upon retirement, the employee must be at least fifty-five years of age and have at least fifteen years of experience at CGCSC, or sixty years of age and have at least ten years of experience at CGCSC. The severance package includes the following:
 - \$40 for each accumulated sick day for 6.5-8 hour employees (not to exceed 75 days)
 - \$20 for each accumulated sick day for 6 hour or less employees (not to exceed 75 days)
 - \$100 for each year of experience with the CGCSC

403(b) Retirement Plan

- All employees are eligible to participate in the 403(b) Retirement Plan.

- Employees may contribute a percentage of their compensation or a set deduction (subject to an annual minimum deferral amount of \$200.00) up to the IRS limitation each year. Employees are always 100% vested in their contributions.

V. Compensation

Hours/Days Worked

- All employees are expected to work their defined hours week and number of days stated in Level C Compensation.

School-Year Hourly Building Employees

- School-year hourly building employees will have an annual work schedule prepared by the Human Resources Department. As a general rule, if an employee works unassigned hours, he/she will earn comp time to be used by the end of the school year.

Year-Round Hourly Maintenance/Custodial Employees

- Year-round Maintenance and Custodial employees will have an annual work schedule prepared by the Human Resources Department. As a general rule, if an employee works unassigned hours, he/she will earn overtime/straight pay.

Salaried Employees Hours/Days Worked

- Employees will have an annual work schedule prepared by the Human Resources Department. As a general rule, if an employee works on an unassigned day, he/she will not receive compensation for that day. In special circumstances (such as a job-related emergency, workshop or deadline to meet), the employee may request trade time, in half or full-day increments, for time worked. The request must be made, in writing, to the employee's direct supervisor within the pay period, then forwarded to the Assistant Superintendent of HR & Technology. If approved, the payroll department will enter the approved trade day for the employee. The employee can then use the trade day, by selecting it through Employee Access, within the same contract year.

**CENTER GROVE COMMUNITY SCHOOL CORPORATION
STATEMENT OF BENEFITS**

**2019-20 SCHOOL YEAR
LEVEL D**

Other Employees

I. Insurance Benefits

Eligibility

- Employees in this group are not eligible for insurance benefits.

II. Leave Days

Eligibility

- Employees in this group are not eligible for leave days.

III. Bonus Pay

Eligibility

- Employees in this group are not eligible for bonus pay

IV. Retirement Benefits

Eligibility

- Support employees in this group are not eligible for retirement benefits.
- Substitute teachers must contribute 3% of his/her gross pay to this plan through payroll deduction toward an Annuity Savings Account. The CGCSC will contribute the employer's share toward a Defined Pension plan.